

# **WILLINGTON PARISH COUNCIL**

## **TERMS OF REFERENCE**

### **NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP**

**This Group is constituted as an Advisory Group, appointed under S.102(4) of the 1972 Act, and as such has no delegated powers and can not make financial decisions.**

#### **1 Purpose of Steering Group**

1.1 The Steering Group (from hereon referred to as The Group) is established to investigate and advise on the need for and development of a Neighbourhood Development plan for the Parish of Willington and advise on issues arising which may influence any Business Strategy for the Parish Council.

#### **2 Responsibilities**

2.1 The Group will take responsibility for identifying the primary issues relevant to the NDP and developing policies, assessing the needs and capabilities of the village in the context of sub regional planning priorities, for consideration by the Parish Council and subsequent inclusion in an approved Neighbourhood Development Plan. To this end the organisation will, in consultation with all interested parties :-

- 1 Investigate and identify community support and need for a Neighbourhood Plan
- 2 Liaise with relevant authorities and organisations to make the plan as effective as possible.
- 3 Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
- 4 Determine the surveys and information gathering required and oversee any such processes, including the commissioning of surveys by third parties.
- 5 Be responsible for the analysis of the surveys, and distribution of all relevant information.
- 6 Identify priorities and timescale for local action in the action plan including lead organisations and potential sources of project funding.

2.2 To report back to the Parish Council and the village on progress, issues arising and outcomes from the exercise.

- 2.3 To ensure that the community is involved and informed of all activities through the medium of notices, newsletter, social media, websites and community engagement as may be appropriate.

### **3 Members**

- 3.1 The Group will comprise a maximum of 8 members to include 5 elected councillors of the Parish Council (appointed at the Annual Parish Council Meeting) and (not more than) 3 co-opted members of the community. The Chairman will be a Parish Councillor and will be appointed by the Steering Group members. All Group members shall stay on the Committee until the next Annual Parish Council meeting unless they have left prior, of their own accord.
- 3.2 A person shall cease to be a member of the Group having notified the Chair or Clerk in writing of his or her wish to resign.
- 3.3 The Group reserves the right to co-opt new members in the event of any resignations.

### **4 Meetings**

- 4.1 The Group will meet at least every two months with the exception of August and December when there will be no meeting.
- 4.2 The Group will follow the Parish Council Standing Orders and Financial Regulations at all times.
- 4.3 A quorum (to include at least two Parish Councillors) will comprise a minimum of 3 appointed committee members

### **5 Powers**

- 5.1 The Group will only have the power to make recommendations which will be considered and ratified at a full meeting of the Parish Council.
- 5.2 However in furtherance of their responsibilities the Group will have the powers, in pursuit of its primary task, to
- 1 Call meetings and liaise with all necessary outside bodies.
  - 2 Develop and utilise all reasonable methods of engagement /communication with the local community

### **6 Community Engagement**

- 6.1 The Group will encourage the community to become involved in all aspects of the information gathering/prioritising through the establishment of a number of working

groups, appointing and facilitating such working groups, as it considers necessary to carry out functions specified by the group.

- 6.2 Each working party should have a nominated Leader but this person does not have to be a member of the Group but will be required to report back to the Group on a regular basis.
- 6.3 Working parties do not have power to authorise expenditure on behalf of the Group.
- 6.4 Working Parties will be bound by the terms of reference set out for them by the Group.

## **7 Reporting**

- 7.1 The Group will report progress to all Full Meetings of the Parish Council.